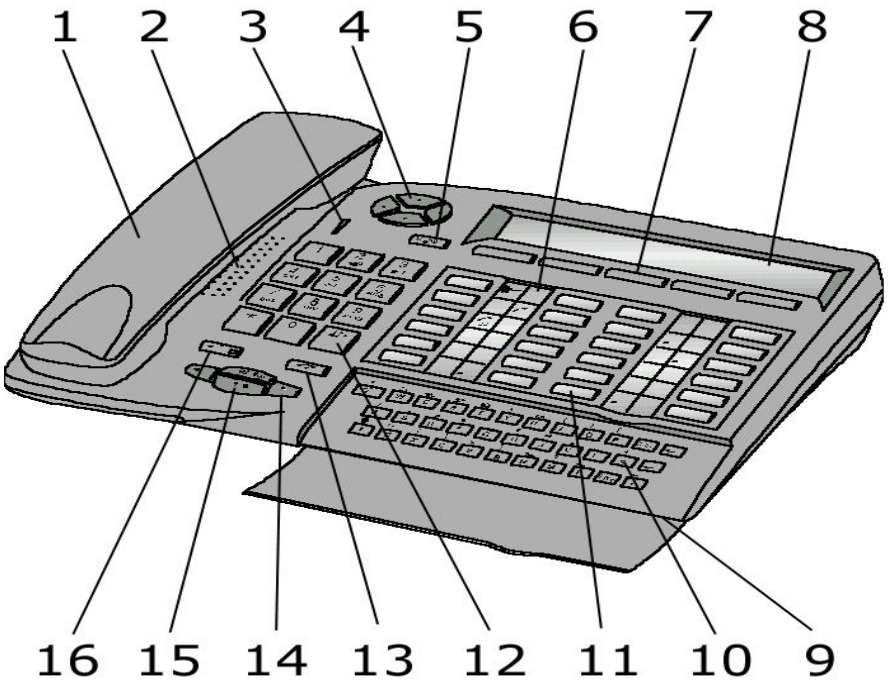
Advanced Phone Features For 4035



The Alcatel 4035 set is equipped with the following elements:

1. Handset
2. Loudspeaker
3. Voice message indicator
4. Navigator key this is used to scroll the dynamic keys labels pages or lines (upwards or downloads)
5. Information key
6. Programmable key associated with a pictogram
7. Display keys (to access the functions proposed by the display)
8. Alphanumeric display 2 lines x 40 characters
9. Hands free microphone
10. Keypad is used for mail service functions, “call by name” function and for programming
11. System programmed key
12. Numbering keypad (12 keys)
13. Release key
14. Control Volume key
15. Hands free key
16. Mute key

Contents

Name of Operation	Page No.
1. Telephone Application	
1.1. How to make a telephone call	4
1.2. Call by name	4
1.3. How to handle several calls	5
1.4. Call Back	5
2. Broker Call	5
3. Call Transfer	5
4. Call Pick-up	
4.1. Group Call Pick-up	6
4.2. Direct Call Pick-up	6
5. Call Waiting	6
6. Call Forward	
6.1. All calls	6
6.2. Forward on busy	6
6.3. Forward on no-answer	7
6.4. Forward on busy/no-answer	7
7. Call Park	7
8. Phone Setting	
8.1. Phone password	8
8.2. Adjusting the ringing melody	8
8.3. Adjusting the loudspeaker volume	8
8.4. Appointment reminder	8
8.5. Adjusting the display brightness	9
9. Phone Directory	
9.1. Create new phonebook	9
9.2. Speed call on alphanumeric display	9
9.3. Create a program key	10
9.4. Calling using program keys	10
9.5. Create system speed phonebook	10
10. Other Special Features	
10.1. Three-way Conference(3 parties)	11
11. Voice Mail System	12

(A) System Programmed Key for 4035

Speed Dial 1	Speed Dial 2	Line 1	Line 2
Speed Dial 3	Speed Dial 4		
Speed Dial 5	Speed Dial 6		
Speed Dial 7	Speed Dial 8		
Speed Dial 9	Speed Dial 10	Voice Mail	
Speed Dial 11	Speed Dial 12	Redial	Save Redial

(B) Audio Key

Information : to go into programming mode or to display information on your terminal

Hands-free : you don't need to use the receiver

Mute (Secret) : to isolate you from your correspondent

Loudspeaker : to share a conversation

End : to terminate a call or programming

Reduce loudspeaker

Increase loudspeaker

1. Telephone Application

1.1 How to Make a Telephone Call

A. Making an Internal call.

1. Lift up handset.
2. Dial **"Ext. No."**
3. Hang up to terminate the call.

B. Making an External call.

(Remark : Access **9** to dial out to Public Telephone Network)

1. Lift up handset.
2. Dial access code **9** and "**External No**."
3. Hang up to terminate the call.

C. Making a call to Attendant.

1. Lift up handset.
2. Dial access code **0**
3. Hang up to terminate the call.

D. Mute Function

Press

1.2 Call by name

1. Open the flap to use the keypad
2. Type the correspondent's name, surname first, on the keypad
3. If the name entered does not contain any spaces, the search is automatically made on the name.
4. In all cases:
   a. Press ← to correct errors
   b. Press ↵ to run the search, the display proposes the first name found.

c. Using "**Next**" or "**Prev**" display key on alphanumeric display to select your prefer phone number.

d. When the required name is displayed, press enter key ↵ call the no.

5. Press to end the process.

1.3 How to handle several calls

1. If Line 1 engaged, the second call comes in.
2. Press the Line 2 key once.
3. Then, the first call is put on hold automatically and Line 1 icon changed from to
4. When second call is completed, press to cancel the first call on hold.
5. The first call will recover automatically and
6. Hang up to terminate the call.

1.4 Call Back – Automatic call back on busy extension

1. Dial **2**

2. Broker Call – *Switching 2 telephone calls at 1 line*

1. When you connected one line, press **"Enquir"** display key
2. Dial the other party's extension no.
3. Press **"Broker"** display key.
4. Two lines can be switched.

3. Call Transfer - *Transfer received call to other extension*

1. Make a call or received a call.
2. Press **"Enquir"** display key.
3. Dial the other party's extension no.

(Press **"EnqOff"** display key to cancel the operation at anytime, if you press the wrong button, hang up. Your phone will ring and you will be put through to your first caller.)

4. Press **"Transfer"** display key, then

4. Call Pick-up

4.1 Group Call Pick-up -A telephone in your pick-up group is ringing

1. Dial **3**

4.2 Direct Call Pick-up-A telephone not in your pick-up group is ringing

1. Dial **2** **0** + **Ext. No.**

5. Call Waiting *-camp on busy Ext. No.*

1. Dial **8** if you want to interrupt the **Destination Ext. No.** on busy line.

To pick up the line

1. Press Line 1 or Line 2 to pick the call.

6. Call Forward

6.1 Forwarding calls to another no. – All Calls

1. Dial ***** **4**
2. Dial extension no. to forward your incoming call to your destination internal extension no., then

- ***Cancel All Calls Forward***

1. Dial ***** **8** +

6.2 Forwarding calls to another no. – Forward on Busy

1. Dial ***** **5**
2. Dial **Ext. No.** to forward your incoming call to your destination internal extension no., then

- ***Cancel Forward on Busy***

1. Dial ***** **8** +

6.3 Forwarding calls to another no. – Forward on No-answer

1. Dial **[*] [6]**
2. Dial **Ext. No.** to forward your incoming call to your destination internal extension no., then

- ***Cancel Forward on No-answer***

1. Dial [*] [8] +

6.4 Forwarding calls to another no. – Forward on Busy / No-answer

1. Dial **[*] [7]**
2. Dial **Ext. No.** to forward your incoming call to your destination internal extension no., then

- ***Cancel Forward on Busy / No-answer***

1. Dial **[*] [8]** +

7. Call Park – *you can "park" a call in order to retrieve the call at a different terminal.*

1. To activate:

   Press "**Enquir"** display key + **[2] [1] OR "Park"** display key **+**

   Own Ext. No. or stationed Ext. No.

2. Retrieve :

   (a) Own extension

   Dial **[2] [1]**

   (b) Other extension

   Dial **[2] [1] + Own Ext. No. or stationed Ext. No.**

8. Phone Setting

8.1 Phone password – Programming your personal code.

(Remark : The default code for the terminal is user's extension no.)

1. To choose or alter your personal code (must be 4 digits).
2. Press [i]
3. Press **"Prog"** display key.
4. Press **"Passwd"** display key.
5. The display screen will prompt you to dial the default code or your old code.
6. Dial the new code twice.
7. An asterisk indicates each digit or the code.
8. Press [ ] key to end the process.

8.2 Adjusting the ringing melody

(Remark : You can choose the ringing tone of your phone.)

1. Press [i]
2. Press **"Prog"** display key.
3. Press **"Melody"** display key to select and confirm the tone or
4. Press **"Next"** or **"Prev"** display key to select.
5. Press [ ] key to end the process.

OR

1. Press [OK] key.
2. Press [OK] key to select the tone.
3. Press [ ] key to end the process.

8.3 Adjusting the loudspeaker volume

1. Press loudspeaker key to hear the tone.
2. Press [▶] key to increase the volume level or
3. Press [◀] key to decrease the volume level.
4. Press [ ] key to end the process.

8.4 Appointment reminder

1. Dial [#] [5] + Time (hh + mm) (format: 24 hours)

8.5 Adjusting the display brightness

1. Press [i] key.
2. Press **"Prog"** display key.
3. Press **"Displ"** display key.
4. The display will indicate the levels of brightness in display screen.
5. Press [+] display key to show lowest brightness or
6. Press [-] display key to show highest brightness
7. Press [☎] key to end the process.

9. Phone Directory

9.1 Create new phonebook

(Remark : if the key selected is programmed already, this program can be deleted or amended the pre-stored memory, keys + memories = max to 45 memories)

1. Press [i] key.
2. Press **"Prog"** display key.
3. Press **"Keys"** display key.
4. Select **"Empty"** display key that has not been programmed.
5. Type the no. to be programmed. (If it is an external no., add 9 first)
6. Press "**Apply**" display key, the display screen will prompt you to enter the name that corresponds to this no.
7. On the alphanumeric keypad, enter your correspondent's name. (Max. 6 characters)
8. Press "**Apply**" key to confirm.
9. Press [☎] to end the process.

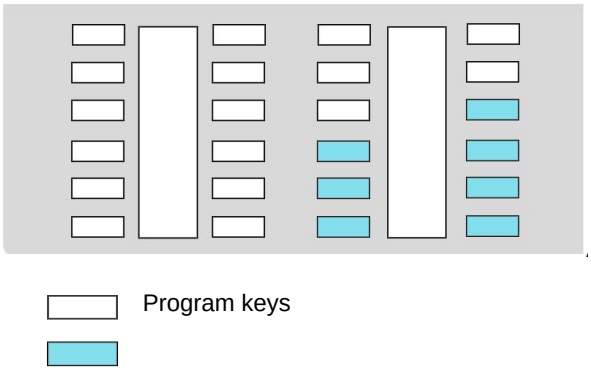
9.2 Speed Call on Alphanumeric Display

(Remark : Totally, there are **45** memories in your phonebook)

1. The display screen will show the first few digits of no. that has been programmed on your alphanumeric display.
2. To go to the next page, use the navigator.
3. To make he call, press the display key corresponding to the no. you want.
4. Press [☎] to end the conversation.

9.3 Create a program key

1. Press [i] key.
2. Press **"Prog"** display key.
3. Press **"Keys"** display key.
4. Select a program key for one memory.



5. Dial program code or internal **Ext. No**. or **9** + **"External No."**
6. Press **"Apply"** display key, then press [☎] to end the process.

9.4 Calling using program keys

1. Certain you have programmed the phone number on the program key.
2. Press the program key of your choice.
3. The call will be made automatically.
4. The display screen will show the number being called.
5. Hang up after conversation.

9.5 Using System Speed Phonebook

(Remark : Code programmed already by Admin. Dept, - max 100 memories.)

1. Dial **1** or pre-set [Speed Dial] key
2. Dial the pre-set code.
3. After seconds, the line will connect automatically.

10. Other Special Features

10.1 Three-way Conference (3 Parties)

1. Make a Call or Receive a Call.
2. Press **"Enquir"** key.
3. Dial the other party's extension no. or press **9** + **" External No."**
4. After second line is connected.
5. Press "**Conf**" key.

Voice Mail System – 4635

(I) FIRST TIME VOICE MAIL USERS

If you are a first time voice mail user, the following section describes steps of personalizing your own voicemail.

(a) Activate the voice mail system

Step 1 : Press "#1" to connecting the voice mail system, enter the temporary password *(default password : your extension no.)*

Step 2 : Set up your personalized password (at least 4-digit numbers)

Step 3 : Record your name → Say your name, then press "#"
→ To confirm your recording and activate, press "#"
→ To re-record your name, press "*"

Step 4 : Record your personal greetings :

1 Select : [1] System Default Standard Greeting
[2] Record your Personal Greeting
After recording, press "#"
→ To confirm your greeting, press "#"
→ Re-record your greeting, press "*"

Step 5 : After finish all above steps, please hang up

(b) Forward your extension to voice mail system

To activate the function on your own phone set by dialling the
"Call forwarding Code + Voice Mail Ext. No. – 38499"

List of forwarding codes :-

- *4 + VM.Ext. No. 38499 - All call forward to Voice mail
- *5 + VM Ext. no. 38499 - Forward busy to Voice mail
- *6 + VM Ext. No. 38499 - Forward no Answer to Voice Mail
- *7 + VM Ext. No. 38499 - Forward no answer / busy to Voice Mail

(II) HOW TO RETRIEVE VOICE MAIL

(Remark : On your phone set, the "Green" voice mail indicator is turn on to indicate someone have left message to the voice mailbox)

(a) Via your own phone to retrieve the message

- Press Voice Mail key or dial "#1"
- After connected to your voice messages mailbox, enter your personal password
- Press "#" key to confirm your entry of password
- The system will automatically playback the new message

(b) Via other phone to retrieve the message

(i) Internal

- Dial Voice Mail Ext. No. : 38499
- After connected the voice messages mailbox
- Press "*" + your Ext. No., and enter your password
- Press "#" key to confirm your entry of password
- The system will automatically playback the new message

(ii) External

- Dial Voice Mail Telephone No. : 3943 8499
- After connected the voice messages mailbox,
- Press "*" + your Ext. No., and enter your password
- Press "#" key to confirm your entry of password
- The system will automatically playback the new message